

## APPLICATION CHECKLIST

The following items must be included in the embryo adoption public awareness campaign grant application package. Items marked with an \* appear in the checklist on page 18 of the Application Form OPHS-1, Revised 6/2001; they are included here for guidance in assembling the material in a consistent sequence.

ITEM	YES
☒ Original copy of a dated application with an original signature (not a duplicated copy) of an official with the authority to commit the applicant organization to the terms and conditions of a grant, if a grant is awarded	
Two additional copies of the application	
Table of contents with identifying sections and numbered <u>pages</u>	
<b>Material assembled in the following recommended order:</b>	
☒ Application forms	
☒ Budget justification	
Disclosure of Lobbying Activities, if applicable	
Project Narrative in order suggested in the RFA	
<b>Appendices</b>	
☒ Resumes of key staff and/or specific position descriptions	
Letters of commitment and/or support from other services providers	
Confirmation of Application Receipt on back cover (Applicant should complete and return with Original Application)	